

## Meals on Wheels Western Michigan Program Job Description

<b>Job Title:</b>	Food Service Associate II
<b>Department:</b>	Kitchen
<b>Reports to:</b>	Food Service Supervisor
<b>Primary Location</b>	Kitchen

<b>FLSA Status</b>	Non-exempt
<b>Date</b>	08.21.19

### Basic Function:

Assists in basic food service operations which prepares high quality nutritious and appetizing meals for older adults in an outstandingly clean and face paced environment.

### Essential Duties and Responsibilities

- Follows standardized recipes in an efficient and timely manner.
- Follows proper food safety and sanitation practices.
- Fast and accurate portioning of food components into individual meal trays or bulk pans in assembly-line style.
- Prepares special meal types as directed.
- Retrieves and opens product from storage.
- May direct activities of community service workers and volunteers as assigned.
- Maintains clean and organized work environment.
- General cleaning/sanitizing which will include work areas, equipment, bathrooms, floors etc.
- Basic understanding of chemical use.
- Proper tear down, setup, and cleaning of equipment.
- Dishwashing including manual dishwashing and use of commercial dishwasher.
- Performs fast and accurate meal labeling and checks seals of trays.
- Creates and prints accurate meal labels.
- Able to read/interpret/adjust specialized reports.

### Skills

- Basic math and counting skills.
- Ability to read and follow instructions/reports written in English.
- Able to multi-task and/or switch job duties quickly.
- Must be a team player and work well in groups.
- Decision making and problem-solving skills, often with minimal supervision.
- Must be detail oriented.

Education/Training/Experience Required

- Previous food service experience required.
- Must be 18 years of age or older.
- High School Diploma or GED preferred

Physical Demands

- Ability to lift 50 pounds.
- Bending, lifting, and twisting, up to 8 hours standing/walking.
- Requires repetitive hand motions using utensils requiring gripping, and wrist motion for up to 8 hours.

Work Environment

- Requires ability to work in walk-in cooler/freezer for extended periods of time.
- Requires ability to work in hot kitchen conditions for extended periods of time.
- Requires use of cleaning and sanitizing chemicals on a daily basis.
- Work environment will have a moderate level of noise.
- Requires ability to work in a wet area for long periods.

I certify that I am able to perform the functions of this job with or without accommodation. I have received a copy of this job description.

- Are there any job tasks or functions of this job you are unable to perform? Yes No

If yes, explain: \_\_\_\_\_

- Do you need accommodation to perform any functions or tasks of this position? Yes No

If yes, explain: \_\_\_\_\_

Employee

Signature: \_\_\_\_\_

Date: \_\_\_\_\_